



Information Management

RECORDS DISPOSITION - PROCEDURES AND RESPONSIBILITIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 81 CS/SCBR

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HQ AETC/DAQD - 1

AFI 37-138, 31 March 1994, is supplemented as follows. This directive does not apply to tenants.

2.12. Each office of record will identify their vital records and prepare a vital records plan. The plan will address inventorying, protecting, storing, and cycling.

6.3.2. (AETC Sup 1) Activities with less than 1 cubic foot of records from the same series may retire records with more than one retention period in the same container to the base staging area provided the retention period is more than three years and the activity does not have available on-site storage space.

6.4.3. (Added) (AETC Sup 1) After reviewing the SF 135, the FARM will initial the form and forward the SF 135 to 81 CS/SCBR prior to returning the SF 135 to the office of record. After 81 CS/SCBR has returned the SF 135 to the FARM, he/she will inventory the records against the SF 135 and ensure the records are correctly boxed. The FARM will ensure all eligible records are staged according to para 7.8.1 (AETC and Keesler Supplements).

6.4.3.1. (Added) The records technician will call 81 CS/SCBR and schedule a date to bring his/her records to the staging area. On the scheduled date, the records technician will bring the records to the staging area unless it is raining. The records technician will stack the boxes in numerical sequence.

6.6.2.2. Enter (in pencil) the organization/functional address symbol (FAS) in the upper left corner and enter the year of the staged documents on the second line. Enter the box number in the upper right hand corner of the box (1 of 2, 2 of 2, or 1/2, 2/2).

6.6.2.3. Mark (in pencil) the appropriate label printed on the box (right upper corner, enter the box number (1 of 4, 2 of 4, etc). Upper left corner, enter the organization/FAS and on the second line enter the year of the records staged.

6.9.2. If the office of record maintained the records the total on base retention period and 81 CS/SCBR personnel will ship records to the Federal Records Center, do not prepare the SF 135. Prepare a listing (can be handwritten) identifying the table and rule at the top of the page. Identify each box number and identify the beginning and ending record in each box.

7.8.1. (AETC Sup 1) Retire all fiscal year records NLT 1 November. Retire calendar year records NLT 15 February. EXCEPTION: Records retained in the accumulating office of record until eligible for immediate retirement to a records center (for example, clinical, dental, health, family advocacy, and psychiatric treatment records) are transferred annually to the staging area by 1 February.

8.3.2. Return borrowed records to the staging area within 30 days.

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